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DOCUMENTS BRANCH

1. Its Mission

The Documents Branch of the Office of Operations exploits important intelligence information on other countries found in foreign language publications and documents. This Branch processes thousands of documents and publications currently being received from the Far East, and some from the War, State and Navy Departments, to determine those of intelligence value. These are translated, summarized, or abstracted according to the needs of the consumers. These consumers today include not only the various branches of CIG, but the White House, Library of Congress, and War, State, Navy and Commerce Departments. (See Appendix No. 5).

In this operation, foreign language newspapers and periodicals, books and documents are searched for valuable intelligence. Extracts and summaries are prepared to meet the requirements of other branches of CIG, and government departments such as State, War, Navy and Commerce.

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The Documents Branch is currently engaged in examining some 650,000 documents captured from the Japanese. These include 150,000 volumes of the South Manchurian Railway which was the front for the principal Japanese espionage organization on the mainland of Asia. Another 50,000 volumes of the East Asia Research Institute are now under screening. The reports prepared by the foremost research technicians of Japan on East Asia provide accurate and comprehensive information on the area.

Documents and periodicals processed by the Documents Branch of the Office of Operations provide intelligence not obtainable from any other source.

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A former Chief of Naval Intelligence estimates that the majority of all intelligence available in peacetime comes from published reports. It is the mission of the Documents Branch to exploit such material for intelligence vital to national security. It was found during the war that documents were invaluable in providing information about the enemy, often unobtainable from any other source. For example, on the third day of the Ardennes offensive in December 1944 a captured document gave the complete plans of the German attack, assisting the American commanders in countering the offensive. The availability of personnel skilled in handling documents facilitated the rapid exploitation of this information. While it is not anticipated that the military plans of potential enemies will come under the scrutiny of the Documents Branch in peacetime, much information on industrial plans and potential of other countries is now being discovered by the organization and being exploited for the benefit of the military services and other government agencies.

II. Its Operations (See Appendix No. 1 for Organization Charts).

The Documents Branch of the Office of Operations functions in the following fashion.

Collection - The greatest bulk of the documents currently received by the Documents Branch are collected in Japan and Korea. These are received at the rate of about 10,000 a month including newspapers and periodicals. Documents are also received through State, War and Navy Department Channels. In addition there are a large number of valuable foreign language technical publications - particularly in the Russian language - which are now received by the Library of Congress which should be screened and analyzed to give full benefit not only to the government intelligence agencies but also to American industry. The Documents Branch is equipped to do this job which at present is being left undone.

Processing - After receipt by the Branch all documents are divided into

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categories  documents of intelligence value;

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of possible future value which are stored, and  documents

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sent to the Library of Congress.

After screening a short summary of each document of intelligence value is prepared. Over 2,500 abstracts are prepared each week.

Documents after screening are then sent to the Library section where they are classified, catalogued and filed.

Meanwhile, the abstracts of the documents are sent to the section of the Documents Branch dealing with the geographical area concerned, or to the section which handles scientific and technical documents. If the abstract shows the document to be of value, the regional and scientific sections will have it summarized and translated.

Each section maintains an index of the documents pertaining to its assigned area.

Abstracts are also sent to the publications section of the Documents Branch. Here a portion of each abstract sufficient to indicate the precise contents of the documents is entered on the accession list. The accession list is circulated periodically to potential users for their information. By this fashion the consumers are kept apprised of incoming documents that may be of interest to them.

Distribution - The actual distribution of documents is handled in the following fashion. Only those documents are translated which will be used by consumers. Approximately fifty translations are continually in progress in the Documents Branch. The Documents Branch is called to meet requirements for extraction of specific information from certain material. All documents in the possession of the Documents Branch that may contain the desired information are

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closely scanned by competent research analysts. After all documents have been searched the report may be made by preparation of statistical tables, charts or maps. Extract translations from a number of documents may be prepared. A study is developed presenting the information in its most usable form.

Documents Branch at present is conducting fourteen research projects in answer to requirements for strategic intelligence information.

Publication of the Documents Branch include translations of specific documents, the accession list, and a card file of industrial plant information for the use of the various government departments.

### III. Its Cost

The Documents Branch of the Office of Operations will [redacted]

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[redacted] during the fiscal year 1948. It is estimated that the total cost of operations of the Document Branch will be [redacted]. A breakdown of the personnel requirements is given in Appendix No. 3.

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Chief, Documents Branch  
Research Consultant  
and Deputy Chief  
Executive Officer

Administration  
and  
Security Office

Control  
and  
Planning Office

Screening  
Section

Research  
Projects

Publications  
Section

Library  
Section

A      B      C      D      E      Editorial      Service

Key to Projects: A - Russia  
B - Manchuria  
C - China  
D - Southeast Asia  
E - Technical

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APPENDIX NO. 2 - DOCUMENTS BRANCH

DETAILED FUNCTIONS of SUBORDINATE SECTIONS

1. Office of the Chief, Documents Branch.

- a. Responsible to the Assistant Director for Operations, CIG, for the fulfillment of the Documents Branch mission, performing functions listed below subject to CIG directives and policies.
- b. Establishes policies and procedures necessary to carry out the mission.
- c. Prescribes the organization and functions of subordinate offices, projects and sections.
- d. Directs the assignment of personnel to subordinate offices, projects and sections.
- e. Establishes priorities for work undertaken by Documents Branch.
- f. Approves all summaries, translations and research projects prior to publication.
- g. Recommends to OCD distribution lists for Documents Branch publications.
- h. Responsible for all security matters pertaining to the Documents Branch.

2. Administration and Security Office.

- a. Performs personnel administration for the Army, Navy and Civilian components of the Documents Branch.
- b. Maintains such statistical records as are necessary to present a clear picture of the personnel situation at all times.
- c. Assigns personnel to projects and sections in accordance with the policies and decisions of Chief, Documents Branch.

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- d. Studies proper utilization of ancillary personnel making pertinent recommendations to Chief, Documents Branch.
- e. Prepares studies of future personnel requirements.
- f. Exercises supervision over all security matters, insuring compliance with CIG regulations and recommending implementation of above regulations to meet local requirements.
- g. Publishes and maintains up to date Documents Branch Security Regulations.
- h. Maintains roster of duty personnel.
- i. Makes periodic inspection of organization to insure compliance with security regulations.
- j. Provides for supply and services.
- k. Controls allocation and utilization of space assigned to the Documents Branch.
- l. Maintains necessary liaison with administrative, supply and services, and security officers of CIG.
- m. Operates the Documents Branch message center.
- n. Maintains central correspondence files.

3. Control and Planning Office.

- a. Continuously studies the internal organization of the Documents Branch and recommends necessary changes to the Chief, Documents Branch with the objective of improving the organization.
- b. Maintains the statistical records necessary for production control and the preparation of progress reports.
- c. Prepares progress reports for use of the Chief, Documents Branch and for submission to Higher Echelons.

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- d. Determines routing of all incoming Intelligence Publications and other background intelligence material to personnel of the Documents Branch.
- e. Receives from the Office of Collection and Dissemination all requirements for translations, loan of documents, and continuing document exploitation projects.
- f. Assigns action on each requirement as directed by Chief, Documents Branch.
- g. Maintains files of all requirements and records of action taken.
- h. Allocates to and controls flow of work through Regional and Scientific Projects, and Publications Section.
- i. Conducts technical liaison with State, War, and Navy Department agencies whenever necessary to clarify requests or to further continuing document exploitation projects.
- j. Arranges conferences between Documents Branch linguists and analysts of CIG and other authorized agencies to scan documents of particular interest.
- k. Maintains files of all Documents Branch and Washington Document Center publications.

4. Screening Section.

- a. Receives and assigns Documents Branch numbers to all incoming documents.
- b. Sorts and abstracts documents of intelligence interest.
- c. Sorts and consigns documents to [redacted] to Library of Congress, and to storage. 25X1
- d. Forwards documents with abstract slips to Library Section.

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5. Library Section.

- a. Classifies, catalogues, labels and shelves all Foreign Language documents required by Documents Branch.
- b. Fulfills requirements for loan of documents to Office of Collection and Dissemination or to personnel of Documents Branch.

6. Regional Projects.

- a. Summarize or translate documents pertaining to its assigned geographical area, except scientific and technical documents.
- b. Perform such exploitation projects as are required.
- c. Check all summaries, translations and research reports to insure equation of meaning between original documents and completed work.
- d. Maintain indexes of documents pertaining to its assigned area in accordance with the Basic Intelligence Directive.
- e. Maintain card files of industrial information to meet intelligence requirements of using agencies.

7. Scientific Project.

- a. Performs same functions as those assigned to the Regional Projects with respect to Scientific and Technical documents only.

8. Publications Section.

- a. Edits abstract slips for accession lists.
- b. Edits all translations, research reports, and other products of Documents Branch to insure editorial correctness without modification of meaning contained in original documents.
- c. Prepares makeup and layout of material in consultation with Project Chiefs and the Research Consultant.
- d. Reproduces, within the limits of available facilities, the reports, translations, accession lists, and other publications in the forms and quantity necessary to support the required requests.

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- e. Maintains liaison with the Central Intelligence Group reproduction facility for the purpose of obtaining types of reproduction not possible with Documents Branch facilities.
- f. Acts as a staff advisory section to the Chief Documents Branch on any publications matters.
- g. Maintains a typing pool and allocates typing work in order to most efficiently use this type of personnel.
- h. Prepares maps, charts, and tables required in reproduction of its publications.
- i. Proofreads and rechecks all material before reproduction.
- j. Services Documents Branch with forms, bulletins, etc. required in Branch operations.

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Appendix No. 5

Weekly Progress Report of Documents Branch  
Indicating Type of Work Being Undertaken

20 January 1947

	<u>Breakdown of Total</u>	<u>Total Translations</u>
1. <u>Translations in Process</u>		63
A. USSR	20	
B. Manchuria & Mongolia	7	
C. China	3	
D. South East Asia	3	
E. Scientific and Technical	30	
2. <u>Research Projects in Process</u>		14
A. USSR	7	
B. Manchuria and Mongolia	3	
C. China	1	
D. South East Asia	0	
E. Scientific and Technical	3	
		<u>Total Sacks</u>
3. <u>Sacks on Hand at Beginning of Week</u>		89
4. <u>Sacks Received</u>		20
5. <u>Sacks Processed</u>		24
6. <u>Sacks on Hand at End of Week</u>		85
		<u>Total Documents</u>
7. <u>Documents Scanned</u>		2372
8. <u>Documents Processed for Library of Congress</u>		593
		<u>Total Publications</u>
9. <u>Publications in Process</u>		22
a. Translations	6	
b. Accession Lists	16	
10. <u>Publications in Backlog</u>		2
a. Translations	2	
11. <u>Publications Produced</u>		9
a. Translations	1	
	Translation No. 34, Vol. II, WDC 240007	

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of Total  
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b. Accession lists	
Economics No. 38	
Economics No. 39	
Technical No. 11	
Special No. 22	
Political No. 23	
Political No. 24	
c. Translation Forwarded Direct	1
WDC 291999, "The China Pilot)	
d. Research Report "Chemical Industries"	1

Total Translations

12. <u>Translations Suspended</u>	1
a. WDC 297791 - duplicate of 251018	1

## Legend:

Percentages shown are based on 100% for complete publications  
 Percentages are allotted as follows:

Translation (including checking and typing)	50%
Editorial Process	23%
Approval	2%
Publications	25%

Appendix No. 5

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WDC No.	STATUS	TITLE	REQUESTOR	%
1. 239922	Trans	Survey of Russian Agriculture Around the Argun, Hauru & Erufuru Rivers. Manchurian State Development Research Office, 1941. Extract from 50 pp.	Eurasian Br.	10
2. 304121	Trans	"Who's Who of USSR"	State Dept (IAD)	5
3. 251018	Trans	Research on Soviet Intelligence and Counter-Intelligence. (Returned for completion)	Eurasian Br ID, IG	48
4. (Not a DB document)	Trans	Meteorology and Hydrology Information, Vol. No. 1	CNO	2
5. 261418	Type	Observation Reports of Nine Japanese Officers and Civilians Who Crossed Siberia, April 1945, 450 pp.	Army Map	49
6. 256734	Type	Military Topo Study of Ussuri and Khabarovsk, General Staff, 1945 (Translation being revised)	Eurasian Br ID, IG, A-2 Army Map Ser.	49
7. 266069	Check	Soviet Army Frontier Fortification Along the Manchurian Border. Japanese Army Chief of Staff, 1940, 126 pp.	Eurasian Br	45
8. 242774	Check	Survey of Russian Railroads, Kwantung Army (Far Eastern USSR & Siberia) 165 pp.	Eurasian Br.	49
9. 261668	Edit Sum	Journal of Experimental and Theoretical Physics, Vol. 16, No. 1	Scientific Br, ID, IG	50
10. 261669	Edit Sum	Geological Exploration of the Interior Jan 1946	Same	50
11. 261670	Edit Sum	Herald of the Academy of Sciences of the USSR	Same	50
12. 261671	Edit Sum	News of the Academy of Science, USSR Dept. Same of Technical Science	Same	50
13. 261672	Edit Sum	News of the Academy of Science USSR Geographical & Geophysical Series, Vol. X.	Same	50
14. 266746	Edit Sum	Applied Mathematics and Mechanics, Vol. X	Same	50
15. 354544	Edit	List of Soviet Industrial Factories, Their Products and Annual Volume. German General Staff, 1944, 300 pp.	Eurasian Br. ID, IG	54

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WDC NO.	STATUS	TITLE	REQUESTOR	%
16. 240343	Edit	Wartime Organization of Soviet Armed Forces Japanese Imperial Hq, 1944, 190 pp.	Eurasian Br. ID, IG	67
17. 220664	Edit	Rear Preparations of the Red Army in East USSR. Japanese Imperial Hq, April 1946, 134 pp.	Eurasian Br ID, IG	50
18. 362001	Edit	Methods of Work of the NKVD (MVD) Russian Document.		50
19. 266019	Edit	Survey of Iran by the Russian Army General Staff, 1941, 250 pp.	Middle East Section ONI	50
20. 200031 294827 252008	Edit	Red Army Ordnance Study No. 1	Eurasian Br ID, IG	50

Research Projects in Progress:

1. Shipbuilding
2. Rolling Stock
3. Ordnance Manufacturing
4. Minerals
5. Iron and Steel Manufacturing
6. Lumber
7. Fisheries

Cont  
" " " " " " "

PROJECT "B" MANCHURIA

1. 256738	Trans	Military Topo Study on the Islands Off the SCAP Coast of Northern Korea (Microfilm Copy)	ONI	25
2. 201862	Trans	Medical Geographical Study of Meng-Chiang	Op-32-F14	36
3. 252526	Type	Business Reports--Manchurian Heavy Industries Co., 1938-43, 720 pp.	White House	48
4. 256729	Check	Military Topo Study of Outer Mongolia Japanese Imperial Hq, Sep 1944, 232 pp.	Eurasian Br ID, IG	47
5. 278459	Edit	Economy and Resources of Meng-Chiang	Op-32-F142	50
6. 240336	Edit	Economic Study of Manchuria, Japanese Govt. Manchurian Affairs Bureau, 1945, 518 pp.	White House USSBS	50
7. 252523	Edit	Manchurian Industrial Development Handbook of Natural Resources	White House	66

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WDC NO. STATUS TITLE REQUESTOR %

Research Projects in Progress:

1. Electric Power Plants in Manchuria, North Korea and Meng-Chiang Cont
2. Iron and Steel Industry Cont
3. Geographic Summaries of Manchuria, Korea & China SCAP 1

PROJECT "C" CHINA

1. 302877 Check USSR Views on Conditions in Sinkiang Op-32-F142 45
2. 252537 Check Complete Survey of the Yellow River and Its Riparian Districts. - East Asia Research Section, 1944, 733 pp. White House 40
3. 252530 Check Reports of Investigation on Dam Construction in San-Men Gorge, North China Electric Co., Jun. 1945, 36 pp. (Returned to project for rechecking) White House 73

Research Projects in Process:

1. Sinkiang Political, Sociological, Economic and Topographic Far East Sect ONI Cont

PROJECT "D" SOUTH EAST ASIA

1. 158688 Trans Topographical Study of Southern French Indo- China, Southern Army GHQ, Aug. 1944, 156 maps ID, IG 36 charts, 165 pp. Topo Br SEAC 26
2. 158687 Trans Topographical Study of Northern French Indo- China, Southern Army GHQ, May 1944, 255 maps, 32 charts, 145 pp. Same 27
3. 158686 Trans Topographical Study of Thailand. Hq Toshi Butai, Jan 1945, 217 maps and charts Same 27

PROJECT "E" TECHNICAL

1. 184871 Trans Effects of Inhaling Vapor Gases Joint Weather Board 10
2. 273908 Trans Far East Weather Data, Siberia Navy and Air 20
3. 261833 Type Outer Mongolia Weather Data Intelligence Division 40
4. 265948 Edit Testing Upper Air Strata in Siberia 50
5. 303517 Edit Meteorological Reports, Sakhalin 50

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WDC NO.	STATUS	TITLE	REQUESTOR	%
6. 213629	Edit	Aircraft Engines, USSR	AC/AS-2	50
7. 261407	Edit	Military Topo Study of Manchuria and Ussuri Eurasian Br. for Aeronautical Purposes Part I -- Topo & ID, IG Met; Part II--Airfields Japanese General Staff, 198 pp.		57
8. 142718	Edit	Asotometry	Air Surgeon A-2	50
9. 150631 150693 240757	Edit Sum	Technical Air Manuals	AC/AS-2	50
10. 226535	Trans	Krasmoyarek--Dickson Island Air Route Meteorology	Comm Annex	2
<u>MEDICAL STUDY</u>				
11. 270438-115	Trans	Bacteriological Warfare (Part 2)	Joint	5
12. 270439-298	Edit	Cholera Formalin Vaccine, Report #4	Army	40
13. 270436-479	Edit	Mass Production Method of Virus	Navy Medical Board	40
14. 270449-919	Edit	Studies of Dengue Fever Virus		40
15. 270439-236	Edit	Effect of Ultra-Violet Radiation on the Glanders Bacillus		40
16. 270440-324	Edit	Relationship of Frequency of Supersonic Waves	Joint	40
17. 270440-327	Edit	Relations Between the Cycles of Supersonic Army Waves (II)		40
18. 270440-331	Edit	Relationship Between the Frequency of Supersonic Waves (III)	Navy	40
19. 196025-66	Edit	Experiment on the Resistance of the Glanders Bacillus to Drying	Medical	40
20. 270440-334	Check	Relationship Between Cycles of Supersonic Waves and its Destructive Effect on Bacteria, No. IV	Board	40
21. 270440-350	Check	Relation Between Cycles of Supersonic Waves & Its Destructive Effect on Bacteria Report 5		40
22. 270437-610	Check	Experimental Studies on B. C. G.		40
23. 196009-798	Check	Research on the Plague Vaccine, Vol. 2		40
24. 270438-162	Approved For Release 2003/12/02 : CIA-RDP58-00597A000100090021-1 Ministry of Epidemic-Russia			40
25. 270439-228	Check	On the Physiological Condition of the Glanders Bacillus Part I		40

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WDC NO.	STATUS	TITLE	REQUESTOR	%
26. 270440-364	Check	History of Epidemics--Russia, Part II		40
27. 196025-54	"	Research on the Isolated Paratyphoid Bacillus (Orientalis type)		40
28. 270449-915	"	On the Technique of Separation of Fleas from Dead Rats by Heating.		40
29. 270436-497	"	Military Sanitation		40
30. 196025-56	"	On the Influence of Uracil on the Growth of Bacteria.		40

Research Reports in Progress:

1. Seismology Project CD# 268.4 Cont
2. USSR Air Transport Project CD# 299.1 99
3. Japanese-English Bacteriological Warfare Index Files Cont

PUBLICATIONS SECTION

1.	195760	Repro	Notes on Uranium Fission	ONI	80
	195772	"	Notes on Nuclear Physics		
	195774	"	Research on Fission of Uranium Bombarded Thermal Neutrons		
2.	240350	Lithog-	Maps on Kamchatka	AC/AS-2	85
3.	256736	Draft'g	Military Geographical Study of Western Baikal	Eurasian Br ID, IG	93
4.	256731	"	Military Topo Study of Lower Amur Oblast	Eurasian Br ID, IG	84
5.	278001	Prf Rdg	Biographies of Proletarian Movement Workers	ONI Eurasian Br ID, IG	95
6.	252525	App	Coal Fields of Manchuria	White House	75
7.	256730	Backlog	Military Topo Study of East Baikal	ONI Eurasian Br ID, IG	75
8.	242398	"	Main Highway Networks of Eastern USSR	Eurasian Br. ID, IG	75
9.	371988	Lithog	Japanese-Russian Transliterations	ONI	85

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Appendix No. 6

General Comments From Consumers as to  
the Overall Value of the Documents Branch

25X1 1. Memorandum - [redacted]  
2. Letter - Office of the Chief of Naval Operations

25X1 3. Memorandum - [redacted]  
4. Letter - Naval Ordnance Laboratory  
5. Letter - Department of State

25X1 6. Memorandum - [redacted]  
7. Letter - War Department General Staff  
8. Letter - Naval Ordnance Laboratory - Training Division

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